



UNITED STATES MARINE CORPS
MARINE CORPS COMBAT DEVELOPMENT COMMAND
3300 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-50015300

CDCO 1650.1H
C 013
15 Aug 12

COMBAT DEVELOPMENT COMMAND ORDER 1650.1H

From: Commanding General
To: Distribution List

Subj: DECORATIONS AND AWARDS

Ref: (a) SECNAVINST 1650.1H
(b) MCO 1650.19J
(c) MCO 7042.6C
(d) MARADMIN 203/05
(e) MARADMIN 521/01
(f) GREEN LETTER 06-92 (NOTAL)

1. Purpose. To establish guidelines in accordance with the references for timely and accurate submission of award recommendations for Marine Corps Combat Development Command (MCCDC), and to establish policy and procedure for the implementation of a decorations and awards program purchased with appropriated funds.

2. Cancellation. CDCO 1650.1G.

3. Background. Fundamentally, military decorations and awards have the purpose of publicly recognizing and rewarding acts of heroism or other exceptional acts or services that distinguish an individual or unit among those performing similar acts or services. Awards are an effective means of fostering high morale and esprit de corps.

a. Reference (a) provides policy concerning Navy and Marine Corps decorations and awards, delineates eligibility requirements, and provides general administrative procedures.

b. References (b) and (c) set forth Marine Corps policy concerning decorations and awards for personnel assigned to non-Fleet Marine Force units.

c. References (a) and (d) authorize commanders approval authority for the Navy and Marine Corps Commendation Medal

15 Aug 12

(NMCCM), and the Navy and Marine Corps Achievement Medal (NMCAM). Reference (e) clarifies the approval authority for the NMCAM.

d. Reference (f) details submission requirements for personal award recommendations in the case of Marine general officers.

4. Policy

a. It is imperative that individuals or units whose performance of duty is demonstrably superior to that of contemporaries receive proper and prompt recognition. In those cases where an individual's or unit's performance is clearly superior to that of their contemporaries, recognition of such performance should be forwarded via the chain of command in the form of an appropriate award recommendation in accordance with the Improved Awards Processing System (IAPS).

b. Conscious effort is to be taken to preserve the character and value of personal awards. Successfully completing a tour is insufficient rationale for an award recommendation. Use the Performance Evaluation System to otherwise accurately record solid performance of duty.

c. Mid-tour awards for personnel assigned to different organizations during a tour of duty within MCCDC will not be approved. If recognition is appropriate in such cases, the originator will provide a letter of continuity to the new reporting senior with a copy provided to the respective individual upon their reassignment. This policy is not an attempt to restrict awards recognizing specific acts or outstanding achievements also known as impact awards.

5. Action. Award recommendations will be considered and submitted in compliance with this and other applicable directives.

6. Approval Authority. Approval authority and responsibilities are as follows:

a. Commands and organizations will forward endorsed award recommendations through the chain of command to the Adjutant via IAPS. Award submissions must be endorsed by the senior official, or his or her designee, of the command or organization directly subordinate to the Commanding General MCCDC.

15 Aug 12

b. The CG MCCDC is the approval authority for retirement Legion of Merit (LOM) submissions from within the MCCDC enterprise, and will endorse submissions for all transfer LOMs to Headquarters Marine Corps.

c. Headquarters Marine Corps is the approval authority on submissions for transfer LOMs. Use the following address for block 2 of the award information page in IAPS for transfer LOMs.

Personal Awards Section
Military Awards Branch (MMMA-2)
Headquarters, U.S. Marine Corps
2008 Elliot Road
Quantico, VA 22134

d. The CG MCCDC is the approval authority for Meritorious Service Medal (MSM) recommendations for commands or organizations throughout the MCCDC enterprise without a CG in the rank of at least brigadier general. Additionally, the CG MCCDC is the awarding authority for all personal award submissions for the CG's personal staff at TECOM. These commands and organizations will use IAPS and forward endorsed award submissions to the MCCDC Adjutant.

e. Reference (a) and (d) authorize commanding officers in the grade of colonel or colonels listed on the command slate as being authorized to award NMCCMs and below. Per reference (a), the number of NMCCMs that may be presented by commanders in the grade of colonel is limited to one per every 50 Marines or sailors per T/O per calendar year.

f. Commanding officers authorized to award NMCAMs or higher will establish awards board procedures for those award submissions they are authorized to approve. The awards board also ensures prompt and equitable processing of award submissions and approvals.

g. Commanders in the chain of command may recommend a lower award than that originally recommended or no award, but such commands may not approve a lower award and stop further transmittal of the submission to the approval authority. Additionally, commanders in the chain of command may not stop an award and return it to the originator simply because they do not agree that an individual is not deserving of an award. The submission must be forwarded to the awarding authority as the award was originally recommended.

15 Aug 12

h. Reference (a) provides guidance on the Military Outstanding Volunteer Service Medal. The volunteer service should be for a 3-year period beginning after 31 December 1992, and have been for the good of the civilian community and/or the military family community. The volunteer service should be significant, of a sustained and direct nature, produce tangible results, and reflect favorably on the military service and the Department of Defense. The authorities to award the medal are commanding officers and commanders with NMCAM approval authority.

7. Submission and Processing of Award Recommendations

a. The Adjutant's office provides guidance on the mechanics of IAPS, and on the awards board "process" to ensure compliance with standards, uniformity, timeliness, and appropriate routing of submissions. The Adjutant does not write awards or relieve an originator of the responsibilities contained in this Order to submit a relevant and administratively sound recommendation. The Adjutant has the authority to return award submissions to originators if they do not meet required elements set forth in the references and this Order. If an award submission is returned, it will be accompanied by an explanation with specific corrective guidance.

b. Time submissions to arrive at the Adjutant's office no later than 60 days before the requested presentation date for MSMs or higher. During the summer months, additional lead-time may be required, and the Adjutant will provide notice via a Combat Development Command Bulletin in the 1650 series. Every effort will be made to ensure the award is completed prior to the presentation ceremony.

c. Utilize IAPS for all award submissions. Coordination for submission otherwise is to be made with the Adjutant if IAPS is unavailable.

d. Citations will contain relevant highlights of an individual's performance. Each submission will be evaluated on the merits of the detailed justification submitted in the Summary of Action (SOA), as it is written. Citations written with generalities, broad or vague terminology, an abundance of adjectives, or replication of job descriptions fail to provide adequate rationale for an award. If accomplishments highlighted in the citation and detailed in the SOA do not justify the award requested, the awards board will recommend disapproval to the CG.

e. Submissions for the Navy and Marine Corps Medal and awards of a higher precedence, for acts of lifesaving will include two eyewitness statements as applicable. Originators of these award recommendations should seek to answer in detail the "who, what, when, where, why and how" of the incident.

f. Requirement for Honorable Service. Per 10 U.S.C. paragraph 6249 no medal, cross, bar or associated emblem or insignia may be awarded or presented to any individual if the service after the distinguishing act or period has not been honorable.

(1) Any approved award may be revoked before presentation by the awarding authority.

(2) If the awardee's honorable service during which an award is approved is questioned after presentation of an award, the case will be forwarded to the Navy Department Board of Decorations and Medals, via Commandant of the Marine Corps (CMC), for a determination. If subsequently determined facts would have prevented the original approval of the award, or if the awardees' service after the presentation of the award has not been honorable; the Secretary of the Navy may revoke the award.

g. Marine general officers will not originate other Marine general officers for personal awards except at retirement or under rare circumstances.

8. Awards Board and Members

a. The awards board ensures the equitable application of standards for awards. It functions in an advisory capacity only. The CG relies on the board's advice and recommendation regarding quality, both on the profundity and merit.

b. Board members vote on each submission presented on the basis of eligibility requirements and merit of the accounting in the Summary of Action. The board will not improve or edit the submission to correct grammar, spelling and etc. The board's purpose and task is to recommend approval, disapproval, upgrade, or downgrade of a submission as it is presented to them. All voting and voting representatives' comments will be made via IAPS, unless there is a system restriction. In those situations, forward a specific recommendation and justification, if required to the Adjutant via email for insertion into IAPS. Comments provided in IAPS or via email must be clear, concise,

and provide relevant information as to why a recommendation was made. A specific recommendation is required. A board member must provide justification when recommending an award be upgraded or downgraded or when recommending that no award be approved.

c. The Adjutant will convene awards boards as required to ensure board members have no less than 1 week to review and take action on submissions. There is no minimum or maximum number of award submissions required to convene a board.

d. Board results will only be released to the approving authority.

e. Awards boards at the MCCDC level will consist of the following individuals:

(1) MCCDC Chief of Staff, President of the Board (non-voting member unless breaking a tie vote).

(2) MCCDC Sergeant Major, voting member.

(3) Representative from OAD, voting member (major or above).

(4) Representative from G3/G5, voting member (major or above).

(5) Representative from CDD, voting member (major or above).

(6) Two representatives from TECOM, voting members (major or above).

f. A submission for an officer must receive a minimum of three votes from the MCCDC awards board prior to being forwarded for further review to the MCCDC Chief of Staff. A submission for an enlisted member must receive a minimum of three votes, one of which must be from the MCCDC Sergeant Major or the designated senior enlisted advisor, prior to being forwarded for further review to the MCCDC Chief of Staff.

g. Awarding authorities subordinate to MCCDC are not required to board awards when the CG MCCDC or the CMC is the awarding authority. Award submissions will be boarded by the MCCDC board prior to being endorsed or approved by the CG MCCDC.

h. Award submissions from Marine Forces Cyber Command (MarForCyberCom) will not be boarded by the MCCDC board. They will be boarded by the MarForCyberCom boards. The submissions will be reviewed by the Adjutant and the Chief of Staff prior to completion in IAPS or the certificates being signed.

i. Award submissions from Marine Forces Strategic Command (MarForStratCom) will not be boarded by the MCCDC board. They will be boarded by the MarForStratCom board, but shall include as a voting member on all enlisted submissions the MCCDC Sergeant Major as the senior enlisted advisor. The submissions will be reviewed by the Adjutant and the Chief of Staff prior to completion in IAPS or the certificates being signed.

9. Award Presentations. Every effort should be made to present awards prior to the service member's reassignment or retirement. Therefore, originators must ensure timely submission of recommendations. Approved awards received too late for timely presentation will be forwarded to the follow-on command, or if separating/retiring, the recipient's home address.

10. Award Ceremonies. Requests for the CG MCCDC to present awards must be submitted with the recipient's biography at least 20 working days prior to the ceremony. This request will be forwarded to the MCCDC Staff Secretary's office for coordination. Otherwise, commanders will ensure execution of appropriate ceremonies at their level to recognize superior performance.

11. Specific Policy Regarding Coins, Plaques, and Medals

a. Reference (c) provides authority to the CG MCCDC to procure coins, plaques, and medals at government expense for presentation to Marines, Sailors, and civilians who have demonstrated excellence or performed duties above and beyond those expected of an individual in the normal performance of duty. Examples include:

- (1) Marine/Sailor of the month, quarter, and year.
- (2) High rifle marksman of the quarter/year.
- (3) High pistol marksman of the quarter/year.
- (4) Highest physical fitness test/combat fitness test score.

15 Aug 12

(5) Honor graduates.

(6) Civilian Marine of the quarter/year.

(7) Manager of the quarter/year.

(8) Marines demonstrating exceptional ceremonial excellence.

b. To avoid misuse, it is important to accurately track the awards program. In order to ensure appropriate use of funds to recognize service members and civilians with this style of award, a chronological record will be maintained for all instances a coin, plaque or trophy is issued. This log will include the name of the recipient, type of award delivered (coin, plaque, or medal), the occasion for its delivery, and date of delivery. Failure to maintain any or all portions of this policy will result in suspension of this aspect of the awards program.

c. The CG's aide de camp will procure awards, maintain accountability logs, and ensure procedures contained in the reference are strictly adhered to. The Adjutant and Staff Judge Advocate will provide guidance and assistance as required.

12. Applicability. This Order applies to personnel permanently assigned to MCCDC, and to personnel assigned to commands or organizations reporting to or through the CG MCCDC who do not have final approval authority for awards covered by this Order.

/S/

G. W. BRINEGAR
Chief of Staff

DISTRIBUTION: A